

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Procurement Division, OL

EXTENSION

NO.

DATE

5 Oct 84

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IMSS/OL

Dave:

Attached hereto are Procurement Division's two objectives for FY-85 as required by Director of Logistics.

## Acquisition Planning

### Definition

"Acquisition planning" means the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

### Legal Requirement

For acquisitions other than small, repetitive buys, agencies shall perform coordinated planning, integrating the efforts of all personnel responsible for significant aspects of the acquisition. The purpose of this planning is to ensure that the Government meets its need in the most effective, economical, and timely manner.

The agency head or a designee is required to prescribe procedures for--

(a) Establishing criteria and thresholds at which increasingly greater detail and formality in the planning process is required as the acquisition becomes more complex and costly, specifying those cases in which a written plan shall be prepared;

(b) Writing plans either on a system basis or on an individual contract basis, depending upon the acquisition;

(c) Ensuring that the principles of acquisition planning are used, as appropriate, for those acquisitions that do not require a written plan as well as for those that do;

(d) Designating planners for acquisitions;

(e) Reviewing and approving acquisition plans and revisions to these plans;

(f) Establishing criteria and thresholds at which design-to-cost and life-cycle-cost techniques will be used;

(g) Establishing standard acquisition plan formats, if desired, suitable to agency needs; and

(h) Waiving requirements of detail and formality, as necessary, in planning for acquisitions having compressed delivery or performance schedules because of the urgency of the need.

### Objective

A. [ To establish a formal acquisition planning program in accordance with the Public Law. ]

Technical Equipment Standardization

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[redacted] dated 7 October 1983, clarifies the Agency's policy on the subject of the standardization of technical equipment and outlines procedures and criteria to obtain approvals required to establish an item as Agency standard equipment.

For the most part, requirement offices have not either understood or complied with this regulation when requesting procurement action on equipment they consider to be a standard for their particular operation.

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*B* { Our objective on this issue is to develop and provide guidance relative to the standardization of specifically identified items within the Agency to assure that standardization is undertaken on the basis of an unusual or abnormal Agency-wide condition or situation, as envisioned by the statutory provision authorizing standardization./ In so doing, we hope to make the requiring elements aware of both the impact that standardization has on the benefits derived from the normal competitive processes and the factors to be considered in the selection of standardized items. Improvement in this area can be made only if workable procedures are developed and enforced.